

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
Oregon State Office  
7620 S.W. Mohawk Street  
Tualatin, OR 97062-8121

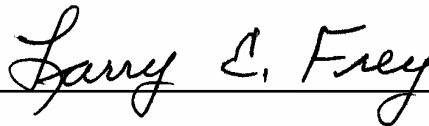
**Oregon Notice  
PM-425**

**For:** County Offices

**State Office Staff Organization Chart**

**Approved By:** State Executive Director

LEF:rmb



**1 Overview**

**A Background**

Refer to Table 1 in this notice when calling the State Office to direct your call to the person who can best provide the assistance or support you need.

Refer to the State Office Schedule on your computer to determine where a particular person is located on a given day.

**B Purpose**

The purpose of this notice is to provide updated information to FSA employees in Oregon about the job responsibilities and realignment of duties in the Oregon State Office

**C Contact**

Direct questions concerning this notice to Roseanna Breeding at 503.692.3688 ext 231

**FILING: State Office Contacts or other Contact file**

**Disposal**

January 1, 2006

1-05-05

**Distribution**

All Oregon County Offices and Oregon State Office

**State Executive Director Larry E. Frey**

- Duties of the State Executive Director

**SED Secretary Pamela Shelton**

- Bank of America Govt Credit Card issuing, monitoring, reporting
- GSA Fleet contact for STO and County Offices
- Meeting/training planner and contract negotiator for STO
- Outreach Coordinator for community (non-personnel outreach)
- Payroll Specialist for State Office employees
- State Office Leave error, payroll error reports
- Payroll input specialist for County Office input
- Purchasing for STO
- Staff, STC and FAC minutes
- Travel specialist for State Office employees (non relocation travel)
- Travel specialist for County Office travel PT's (non relocation travel)

**Printer/Mailroom Sherry Newell**

- Mail room activities
- Maintain Master Notice files
- Fill order requests from County Offices
- Printing
- Update Master Handbooks in STO

**Administrative Chief Roger Tresham**

- Overall responsibility for administrative activities
- Acting SED
- Administration of the Freedom of Information Act (FOIA) and Privacy Act
- Administrative Budgeting
- County Operations Review (COR)
- EEO and Civil Rights
- Ethics
- Grievances
- Leasing for STO and COF
- Staffing
- Workplace Violence Coordinator

**Administrative Specialist Marjorie Crooker**

- Budget Assistant
- COC election administrator
- HR Benefits Specialist, including Life Insurance, health, TSP, awards, etc
- Retirement Benefits Specialist
- Health and Safety Officer
- Management analysis
- OWCP Administrator
- Oregon Webmaster
- Training Administrator
- Workload & work measurement specialist

## Oregon Notice PM-425

### Administrative Technician Connie Tucker

- Administrative checks and direct deposits
- Concentration banking
- Processing and payment of invoices
- Procurement for County Offices and State Office
- Personal property purchase and disposal
- Inventory for County Offices and State Office
- Reimbursable agreements
- Records transfer coordinator
- Process check orders (CCC-184)
- Relocation travel
- Administrative reports; telephone, postage, FSA-289
- ID Cards

### Human Resources Assistant Roseanna Breeding

- HRIS/ICAMS resource including password resets
- Personnel processing for all County CO, County Office Federal/GS employees, COC and STO employees
- Receive and process all benefits and payroll documents, training records, awards, position descriptions
- Assemble and maintain Official Personnel Folders for all employees, and COC members
- Leave Error, Accounting Code, other NFC payroll/personnel error reports for County Offices
- Back up for STO payroll input and use of PC-TARE and STARWeb
- Other duties as assigned

### GIS Specialist Jim Baker

- Coordinate GIS for all Oregon County Offices
- State Geodata Administrator
- GIS compliance coordinator
- Coordinator for GPS data/equipment

### Conservation Program Specialist Lois Loop

- AFIDA
- Biological & environmental opinions and evaluations
- Conservation Compliance
- CREP, CRP, CCRP
- EQIP, GRP
- Liaison to technical agencies
- MILC, SWPP
- RC & D liaison

### Conservation Program Assistant Lee Go

- Assist all Farm Program Specialists
- Conservation (ACP, SIP, ECP, EQIP, CRP, CREP, WRP, GRP, SWCA) ledgers, E-FC, reports and automation
- Back up for automation specialists
- Back up point of contact to Risk Management Agency and Compliance Officer
- Back up printer in absence of EDS operator
- Assist with GIS